

TOWN OF WINTER PARK
FINANCE TECHNICIAN/DEPUTY TOWN CLERK

DEPARTMENT: FINANCE/HR TECHNICIAN
FLSA STATUS: NON- EXEMPT

REPORTS TO: FINANCE/HR DIRECTOR

SUMMARY

This position processes and analyzes financial data for the Town in an effort to ensure the accurate and timely recording and processing of the Town's financial information, assists in the compiling, and distribution of that information, and supports the establishment and use of sound internal controls. In addition, the position will assist in the human resource functions for the Town while also providing backup to the Town Clerk as needed.

EXAMPLES OF ESSENTIAL DUTIES

The below list is intended to be illustrative of the responsibilities of the position and not all encompassing. The Town may change these duties at any time.

Town Finance

- Assists in the processing of accounts payable in a manner to ensure timely payment to vendors; maintains and updates the Town's vendor database and W9 information; prepares and submits the annual 1099 forms. Distributes incoming invoices to the proper department head for reviews and approval.
- Processes monthly, quarterly and annual sales tax returns in a timely manner; updates sales tax records and accounts in the accounting system; performs sales tax collection activities including but not limited to follow up letters, invoicing accounts for penalties/interest; collection calls and reviewing business licenses as to proper payment of taxes.
- Assists in the development and implementation of adequate internal controls.
- Develops and updates standard operating procedures for the various finance activities including accounts payable, cash receipting, payroll, sales tax and other finance functions.
- Processes the bi-weekly payroll, including the payment and processing of all associated taxes and withholding payments; maintains and updates the Town's employee database and W2 information; prepares and submits the annual W2, quarterly 941, and unemployment reports.
- Processes applications and renewals for business licenses. Coordinates with the Town Clerk on approvals, notifications, and account reporting. Provides Town Clerk with report of expired licenses for Town Clerk follow-up.
- Responsible for the VRBO system including identifying unlicensed properties, sending notifications, and applicable follow-up of accounts identified.
- Assists in the month and year-end account closing process. Reconciles general ledger accounts as directed.
- Records and maintains documentation for journal entries in the accounting system.
- Processes invoices for Town accounts as needed.
- Processes deposits in a timely manner to ensure optimal cash management; processes adjustments to ensure accurate reporting of general ledger accounts.
- Assists with annual audit and any related audits that may be required.
- Assists in the production of the annual budget and financial reporting requirements.
- Maintains a system of financial monitoring, control, and reporting that is in accordance with state and federal laws and regulations.
- Assists in the maintenance of various inventories including the list of capital assets held by the Town and conduct physical counts when needed.
- Assists in the maintenance of the accounting software and databases.
- Communicates updated financial practices, information, and issues with all departments as directed.
- Assists with legal postings and notifications.
- Manages Finance Department record keeping activities, including digital record management.

- Maintains the Finance department sections of the Town website including new updates, postings, and revisions to existing information.
- Remains educated on new trends, software and processes; continuing education is expected to be pursued at the Town' expense.
- Performs related work as required.

Town Human Resources

- Assists the HR Director with all functions/responsibilities of the human resource department as requested.
- Enters new hire information into the payroll/hr database.
- Assists in the maintenance of the personnel and payroll files including destruction under State guidelines.
- Completes miscellaneous research and reporting as requested.
- Receives and tracks employment applications.
- Assists with employee questions and problems or directs them to the HR Director.
- Updates the payroll/hr database with new year benefit elections, deductions and options.
- Updates the payroll records for new and existing employee benefit elections and deductions.
- Assists in processing employee terminations and notifications as needed.
- Assists in training new employees.
- Coordinates with the Office Manager for new employee building access and the Town Clerk for IT access
- Stays well informed regarding human resource developments.
- Assists in the posting of job announcements and answering questions of candidates as requested.
- Assists HR Director in holding various employee meetings and recognition awards.
- Performs related work as required.

Deputy Town Clerk

- Presents a pleasant and positive attitude in all aspects of Town contact; answers telephone, greets public, and disseminates information and directs public to proper departments within the Town government.
- Assists Court Clerk with Municipal Court and administrative support as required.
- Assists the Town Clerk as needed; prepares council chambers for meetings and coordinates meals; assists in the preparation of Town Council meeting packets; fills in for Town Clerk at Council meetings and workshops when necessary; assists in preparation and retention of records of proceedings and agendas; assists with voter registration, elections and issuance of liquor and business licenses and animal licenses.
- Assists in the issuance of animal licenses to the public as needed. Maintains the funds and records of licenses issued for the County Animal Control Officer.
- Assists in the rental of Town Hall to internal staff, outside parties and organizations. Assists in the use of the public facility including maintaining the Town Hall calendar, assisting organizations who use the facility or equipment, and ensuring the access and security of the facility.
- Assists staff in the preparation of the mail, certified letters, UPS/FedEx shipments.

Other Duties

- Operates standard office machinery including computer, fax, calculator, copier, postage meter, and multi-line phone system; coordinates maintenance and service as required.
- Responsible for maintaining office supplies and forms for Finance/HR department.
- Assists in the creation of necessary programs, processes, policies and procedures for assigned responsibilities.
- Performs duties requiring discretion and independence of action; manages confidential matters;

manages a variety of administrative details which involve contact with various officials in the public service and private industry.

- Composes and processes a variety of correspondence, reports, forms and other materials; examines for accuracy and completeness; resolves discrepancies, consulting with employees as appropriate.
- Keeps informed of pertinent new rules, regulations and legislation.
- Interacts with the general public, including business owners, property owners, and concerned citizens with tact and diplomacy.
- Performs other related work as required or assigned.

KNOWLEDGE REQUIRED BY THE POSITION

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Knowledge of applicable Colorado Revised Statutes which pertain to records retention and public information. Knowledge of the Home Rule municipal form of government.
- Knowledge of municipal government with an ability to acquire a knowledge of agency or department procedures, policies and pertinent functions, ordinances and regulations.
- Extensive knowledge of grammar, spelling and punctuation.
- Ability to communicate effectively with a variety of others to include elected officials, colleagues and others outside of the Town government.
- Ability to make independent decisions and assist in routine managerial decisions.
- Ability to prioritize a wide scope of duties and multiple projects simultaneously.
- Ability to use a personal computer, including word processing, presentation, database and spreadsheet programs.
- Ability to perform duties requiring discretion and independence of action; manages confidential matters; manages a variety of administrative details which involve contact with various officials in the public service and private industry; exercise initiative and sound judgment and to react resourcefully under varying conditions.
- Ability to compose and process a variety of correspondence, reports, forms and other materials; examines for accuracy and completeness; resolves discrepancies, consulting with employees as appropriate.
- Ability to communicate effectively in English, both verbally and in writing, and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with employees, other agencies, elected officials and the general public.
- Must possess excellent research and report presentation skills, strong written and verbal communication skills.
- Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to work independently with minimal supervision.
- Ability to organize and maintain efficient files.
- Knowledge of general accounting and finance practices.

SUPERVISORY CONTROLS

This position works under the general supervision of the Finance/HR Director. Work is generally performed independently in accordance with established regulations and reviewed through reports and an evaluation of results achieved.

This position has no supervisory or management responsibility.

MINIMUM QUALIFICATIONS

Education:

- High School Diploma or GED required
- Associate's Degree with an emphasis in Accounting or Finance preferred

Experience:

- Minimum of one year experience in bookkeeping or related field
- Experience with word processing, spreadsheets, and financial software

Certification:

- None required

General:

- Valid State Driver's License
- Satisfactory Motor Vehicle Record (MVR)
- Equivalent combination of education and experience may be acceptable.

GUIDELINES AND SCOPE

All federal, state, and local laws. Work requires discretion and judgment in interpreting Town policies, laws, and ordinances and analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents. The purpose of this position is to protect the official records of the Town, and promote the best interests of the citizens of and visitors to Winter Park.

CONTACT

General Public, Coworkers, Law Enforcement Officers, Government Officials. Identifying and initiating policies, procedures, guidelines, and regulations that best protect the official records of the Town ensuring that the administrative offices of the Town promote compliance with these policies, procedures, guidelines, and regulations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

Frequency Guide			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
Physical Task	Frequency	Physical Surroundings	Frequency
Sitting	F	Extreme Temperatures	R
Standing	F	Inside Work	C
Walking	F	Outside Work	R
Running	R	Walking on uneven surfaces	R
Stooping	O	Working at height	R
Kneeling	R	Other:	
Squatting	R		
Climbing	R	Environmental Conditions	
Balancing	O	Exposure to Chemicals	O
Reaching	O	Exposure to Gases/Fumes/Dust	O
Grasping	C	High Noise Levels	R
Fingering	C	Moderate Noise Levels	O
Handling	C	Vibrations	R
Visual Acuity: Near	F	Light/Power Equipment Ops	O
Visual Acuity: Far	O	Heavy Equipment Operation	R
Depth Perception	R	Work in Traffic	R
Color Discrimination	R	Local Travel	O

Peripheral Vision	O	Out of Town Travel	O
Talking	C	Other:	
Hearing	C		
Other:		Weight of Objects Moved	
		Over 100 pounds	R
		Over 50 Pounds	R
		Over 10 pounds	O

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